

Tour Information for Teachers, Chaperones, Guides, and Group Leaders

We are pleased to share our beautiful Capitol, Library and Historical Museum with your group and look forward to your visit! To make your tour as pleasant, interesting and informative as possible, and to assist us in serving you, please read the following carefully.

Tours are given according to the number of persons indicated on the confirmation letter. Please call 517-373-2353 if this number changes.

Minimum requirements:

- **Pre-school thru 2nd grade: one chaperone for every two children.**
- **Grades 3-12: one chaperone for every five students.**

If anyone in your group has a special need, we may be able to make special arrangements if you call ahead.

- If you need to change the time of your tour or to cancel, please call 517-373-2353.
- Tours are tightly scheduled. Please arrive a few minutes ahead of your scheduled time to allow the use of restrooms.
- Your Senator and Representative will be informed of your visit to the Capitol.
- Tours of the Capitol building are 45 minutes to an hour.
Late arrival means a shorter tour. Plan on 15 minutes walking time between the Capitol and the Michigan Library and Historical Center.
- We recommend 1.5 to 2 hours to visit the Michigan Historical Museum (minimum time 1 hour).

PARKING (See map at the end of the document)

- Buses may park free, and cars or vans pay \$1.00 per hour at the Michigan Library & Historical Center south parking lot between Washtenaw/Butler/Kalamazoo and Sycamore Streets. Entrance is off Kalamazoo Street, 3 blocks north of the I-496 expressway and two blocks east of M. L. King/Logan St. (M-99).
- Buses may also park on Walnut Street directly west of the Capitol at reserved meters.
- On weekends, free parking is available at meters on any city street, or in the Kalamazoo Street parking lot directly south of the Michigan Library and Historical Center.

- Drivers please note – idle reduction saves money and reduces air pollution. Turn engines off in parking areas to avoid unnecessary vehicle idling.

RESTROOMS

- Public restrooms are located on the ground floor of both the Capitol building and the Michigan Library and Historical Center. Please divide large groups to avoid overcrowding.

Students must be accompanied by adult chaperones while using the restrooms at the Capitol and the Michigan Library and Historical Center.

EATING

- Concession/vending areas are located on the ground floor of both the Capitol and the Michigan Library and Historical Center. Room 55 is available to reserve at the Capitol you must call (517)373-2353 for a reservation. This room will accommodate up to 45 people. ***Please do not allow any of your group to purchase food, drinks or souvenirs before the tour. Wait until the conclusion of the tour.***

Directions to area restaurants or fast food establishments can be provided upon request.

If you have any further questions about your tour, please don't hesitate to call 517-373-2353 for additional information.

Capitol Building

Your Group Leader should report to the Tour and Information Desk for instructions prior to the tour.

This desk is located on the ground floor in the east wing of the Capitol.

Enter at the east or west (front or back) doors on the ground floor.

DO NOT climb the stairs to the first floor.

A tour guide will be assigned to your group and will lead you through the building, giving a 45 to 60-minute presentation on the history and restoration of the building and an overview of the legislative process. Whenever possible, observation of legislative sessions will be included.

The Capitol is the seat of our state government and also an office building. Please remind your group before entering the building that it is important to respect those who are working in their offices throughout the Capitol. The Capitol is also a historic treasure. Help us preserve its art and architecture and make your tour as safe as possible by following these rules (ask your chaperones to help):

- Please do not run on the stairs or in the halls. Running up or down the stairs is the most common cause of injury in the Capitol.
- Do look, but please don't touch. Avoid touching or leaning against the walls, "marble" columns, and wood trim. It is all hand painted and very fragile.
- **Please remind students not to talk** once they enter the Capitol. Voices echo and disturb other tours and those working in offices.
- At the rotunda railings on the upper floors, remind students to keep their feet on the floor while looking over. Do not allow students to put their heads through the railings. Do not place anything on the railings.
- Outside the building, do not allow students to climb on the stone porch railings or run up and down the stairs.

Michigan Library and Historical Center

This building consists of the Library of Michigan (on the west side) and the Michigan Historical Center, which includes the Michigan Historical Museum and State Archives of Michigan (on the east side).

Library of Michigan

Hours: Monday – Saturday 10:00 a.m. – 5:00 p.m.
Closed holidays.

Some library collections and services have their own hours. Please call 517-373-1300 for details.

Michigan Historical Museum

Your group leader should report to the first floor Welcome Center (south entrance, across from the Museum Store) upon arrival. At the Museum, staff members will present a brief orientation before groups go on a self-guided visit (based on operational considerations). **The Museum information telephone number is 517-373-1359.**

Hours: Monday – Friday 9:00 a.m.-4:30 p.m.
 Saturday 10:00 a.m.-4:00 p.m.
 Sunday 1:00 p.m.-5:00 p.m.
Closed holidays.

Museum Store—Located inside the Washtenaw Street entrance, all merchandise relates to the history of Michigan and the Museum’s collections. Included are books, educational toys, Native American crafts and paper goods ranging in price from 30 cents to over \$100.00

Store Hours:

Monday through Friday	10:00 a.m.-5:00 p.m.
Saturday	10:30 a.m.- 4:30 p.m.
Sunday	1:00 p.m.- 5:00 p.m.
Closed holidays.	

For more information, call 517-373-1375.

State Archives

Visitors report to the Archives reception desk on the second floor (east side). Tours vary by type of group and normally range from 5 to 60 minutes in length. Tours must be scheduled in advance. **Call 517-373-1408 for additional details.**

Hours:	Monday and Thursday	9:00 a.m.-1:00 p.m.
	Tuesday, Wednesday & Friday	1:00 p.m.-5:00 p.m.

Rules for BOTH the Capitol Building and the Michigan Library and Historical Center:

- Teachers, group leaders and chaperones are responsible for group behavior and safety. **Students must be accompanied by adult chaperones while using the restrooms at the Capitol and the Michigan Library and Historical Center.**
- Inappropriate or unsafe behavior, such as spitting, throwing or dropping objects from the upper floors, may cause the termination of your tour.
- Fire regulations dictate that groups stay to the right and behind their guides on the stairways.
- Radios, headphones, tape recorders and chewing gum are not permitted.
- **We would prefer that students not bring backpacks with them.**
- Do not allow students to talk loudly or shout.
- Fire regulations prohibit visitors from sitting on hallway floors or stairways.
- **Tours of the Capitol building** are conducted from 9:00 a.m. to 4:00 p.m. on weekdays.
- **The Capitol is open** weekdays from 8:00 a.m. to 5:00 p.m.
- **The Capitol is closed Saturdays, Sundays and holidays.**
- **The Museum** hours vary - please see above.
- **The Library of Michigan is open** Monday – Saturday from 10:00 a.m. – 5:00 p.m.
- All buildings are closed on official state holidays.
- All hours are subject to change.

Plan on 20 minutes walking time between the Capitol and the Michigan Library and Historical Center.

Michigan Supreme Court Learning Center

925 Ottawa Street, Lansing

Located on the first floor of the Hall of Justice, the Learning Center informs citizens about the Michigan judicial branch and is designed for visitors from the third grade to adults. The gallery is filled with hands-on activities as well as traditional wall text panels. School tours last one hour and have been designed to meet many of the requirements for the Michigan Education Assessment Program Standards and Strands. **The Learning Center is free and open to the public Monday–Friday, 9:00 a.m.–4:00 p.m.**, closed on weekends and state holidays. For more information or tour reservations, call **517-373-7171 or 517-373-7444**.

Suggestions for Lunch

If you are interested in having a cafeteria lunch for your group Monday through Friday, the managers below **all need advance notice**.

Ottawa/Hannah Buildings

Melcher's Cafeteria and Catering
517-487-3757

Schedule a time before 11:00 a.m. or after 12:30 p.m. (state employees eat between 11:30 a.m.–12:30 p.m.).

Special arrangements may be made for groups—please call in advance for information.

Michigan Library and Historical Center

517-485-3055

The Michigan Commission for the Blind operates O'Dell Snacks just inside the south entrance on the first floor. Open weekdays from 7:00 a.m.-4:30 p.m. with a wide variety of snack and beverage items. Box lunches available with advance notice. A vending machine room offers bill changers and snack items in machines. An adjacent large eating room is heavily used from 11:30 a.m.-12:30 p.m. Hot sandwiches and soups available

Capitol Building

Mark Rothenhauser
517-802-7231 or markrothenhauser@hotmail.com

The Michigan Commission for the Blind operates the Capitol Snack Shop with a wide variety of snacks and beverages. Box lunches available for groups upon request.

Things to See and Do in Lansing

A **Visitor Center** operated by the Greater Lansing Convention and Visitors Bureau can provide information for your visit to the greater Lansing area. It is located at 500 East Michigan, Suite 500, Lansing, MI 48912.

Open Monday-Friday from 8:30 a.m.-5:00 p.m., except major holidays.
Telephone 517-487-6800 or 1-800-648-6630.

BoarsHead Theater – 425 Grand Avenue in the Center for the Arts, downtown Lansing.
One of America's best regional theaters and recipient of a Governor's Arts Organization Award for its outstanding contributions to the state. BoarsHead Theater is known for premiering new works and launching the careers of Michigan writers, actors and actresses. Its productions are primarily geared to high school and adult audiences.

Hours: Thursday–Sunday *(Call for times.)*
Admission: Fee charged.
Group rates available.
Parking: Free, adjacent to the building.
For more information/reservations: 517-484-7805.

Fenner Nature Center – 2020 E. Mt. Hope, Lansing.
The program content is natural history with an outdoor orientation and involves hikes along the nature trails. The park's 120 acres include a variety of natural habitats. A picnic area is available to the public at no charge.

Hours:	Park:	8:00 a.m. to dusk—all year
Nature Center:	Tuesday–Friday	10:00 a.m.-4:00 p.m.
	Saturday	12:00 a.m.-4:00 p.m.
	Sunday	12:00 a.m.-4:00 p.m.

(Advance reservations are necessary for Nature Center programs.)
For more information/reservations: 517-483-4224.

Impression 5 Science Center – 200 Museum Drive, downtown Lansing.
The Impression 5 Science Center is a “hands-on” science education facility, which strives to encourage a lifelong interest in science and its applications by serving the public with interactive exhibits and programs.

Hours:	Monday-Thursday	10:00 a.m.-5:00 p.m.
	Friday-Saturday	10:00 a.m.-7:00 p.m.
	Sunday	Noon to 5:00 p.m.

(Closed Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Easter Sunday, Memorial Day and July 4.)

Admission: Fee charged, special group rates available

Parking: Limited free parking available.

For more information, please call 517-485-8115 or 517-485-8116

Lansing Art Gallery

Individual and collective shows by the finest artists on the Michigan scene are presented monthly. The Gallery Shop offers original juried art work for gifts and collectors.

Hours: Tuesday–Friday 10:00 a.m.-4:00 p.m.

Saturday-Sunday 1:00 p.m.-4:00 p.m.

Admission: No admission charge.

For more information/reservations, please call 517-374-6400.

Michigan State University—MSU

(General Information: 517-355-1855)

Abrams Planetarium (MSU)

Hours: General Public

Friday–Saturday 8:00 p.m.

Sunday 2:30 p.m. (Family Show); 4:00 p.m.

Hours: School Groups

Tuesday-Thursday 8:30 a.m.-12:00 and
1:00 p.m.-4:30 p.m. (by reservation)

Closed August, 2009

Admission: Fee charged; special group rates available.

Programs change every 8-10 weeks.

Public star shows presented each weekend.

For more information/reservations, please call 517-355-4676.

Recorded show information: 355-4672.

Horticultural Demonstration Gardens (MSU)

This new 7.5 acre area directly south of the Plant and Soil Sciences Building at the corner of Bogue and Wilson Streets includes five extensive gardens: Annual, 4-H Children's, Foyer, Perennial and Rose Gardens. A landscape arboretum is adjacent to the south.

Hours: Open dawn to dusk, seven days a week.

Admission: Free, but parking tokens are \$1 during business hours (8:00 a.m.-

5:00 p.m., M-F) on the visitors' lot off Bogue Street. Get tokens in Room A-159

of Plant and Soil Sciences Building (houses Sparty's Flower Shop).

For tours, call 517-355-0348 or write Garden Manager, Dept. of Horticulture, Plant and Soil Sciences Bldg., MSU, East Lansing, MI 48824-1325.

Butterfly House: 9:00 a.m.-4:00 p.m., Monday-Friday.

For more information, call 517-355-0348

Bug House: 9:00 a.m.-3:00 p.m., Monday-Friday.

For more information, call 517-355-4662

MSU Dairy Plant and Store:

9:00 a.m.-6:00 p.m., Monday-Friday

Noon-5:00 p.m., Saturday-Sunday

For more information call 517-432-2479 or 517-355-8864

Kresge Art Museum (MSU)

The Kresge Art Museum houses the University's permanent art collection and maintains a schedule of changing exhibitions. Works in the permanent collection range from the prehistoric to the contemporary.

Handicapper accessible.

Call for hours and details.

Group tours available by appointment. Closed holiday weekends.

Admission: No admission charge.

For exhibition or tour information, call 517-355-7631.

MSU Museum (MSU)

Founded in 1857, the MSU Museum is one of Michigan's most popular natural and cultural history museums. It features 3 floors of permanent exhibitions, including Habitat Hall (featuring an Allosaurus and Stegosaurus), Heritage Hall, the Hall of World Cultures, the Hall of Evolution, and the Diversity of Animals exhibit. Changing temporary exhibits give visitors an opportunity to see world-class displays produced by Museum staff members as well as those circulated by other institutions. The Museum Store features items from around the world related to exhibits.

The MSU Museum is located next to Beaumont Tower on West Circle Drive on the campus of Michigan State University.

Exhibits are open year round, with no admission charge (fee for guided tours).

The Museum is handicapper accessible.

For information about Museum hours, exhibits and upcoming events, call 517-355-7474.

School groups should contact the Museum in advance to make arrangements for a visit at 517-355-2373.

Michigan Women's Historical Center and Hall of Fame - 13 W. Main Street, downtown Lansing.

The Cooley-Haze House, a historic dwelling built in 1903, was renovated to celebrate the continuing contribution of Michigan women to the state.

Hours: Wednesday-Saturday Noon-4:00 p.m.
 Sunday 2:00 p.m.-4:00 p.m.
Group tours by reservation.
Admission: Fee charged.
For more information/reservations, call 517-484-1880.

Nokomis Learning Center – 5153 Marsh Road, Okemos.

Visitors will discover the exciting history of the Native Americans who lived in the Great Lakes region. The Center provides a “hands-on” adventure to challenge preconceptions, discover new roles, develop new skills and explore the past and living traditions of Native Americans. Plan on about 45 minutes for a tour.

Hours: Tuesday-Friday 10:00 a.m-5:00 p.m.
 Saturday Noon-5:00 p.m.
 Closed Sunday, Monday, and most holidays.
Admission: Free. Fee for guided tours, including craft workshops.
No preschoolers on tour. Fifteen-person minimum. Reservations required.
Parking: Free, adjacent to the building.
For more information/reservations, call 517-349-5777.

Potter Park Zoo – 1301 S. Pennsylvania Ave., Lansing (south of I-496, between I-496 and Mt. Hope).

A wide variety of animal exhibits in natural settings, including Michigan animals and endangered animals from around the world. An aviary with many exotic bird species and large feline and primate houses are also featured. A petting zoo and camel and pony rides are available during the summer.

Park and Picnic Hours: 8:00 a.m.–dusk, all year.
Summer zoo hours (May 1-Sept. 15): 9:00 a.m.-6:00 p.m.
Winter zoo hours (Sept. 16-April 30): 10:00 a.m.-5:00 p.m.
Educational group rates available with advance reservations.
For zoo information, call 517-483-4222 or 483-4221.
To reserve picnic pavilions, call 517-483-4277.

R.E. Olds Museum – 240 Museum Drive, Lansing (Downtown, south off E. Michigan Avenue). Named for automotive pioneer Ransom Eli Olds, the museum features Lansing-based transportation. Included in the collection are the very first Oldsmobile built in 1897, antique REOs, and recent production cars.

Hours: Tuesday–Saturday: 10:00 a.m.-4:30 p.m.
 Sunday (May-October): Noon-5:00 p.m.

Admission: Fee charged.

Group rates require advance reservations.

For more information/reservations, call 517-372-0422.

Surveyors' Museum – 220 Museum Drive, downtown Lansing.

The nation's only museum devoted to the importance of land surveying.

Hours: Monday–Friday 10:00 a.m.-5:00 p.m.
 Saturday: Tours by reservation.

Admission: Fee charged.

For more information/reservations, call 517-484-6605.

Turner–Dodge House and Park – 100 E. North St., Lansing (West of North US 27).

The original home, built in 1858, encompasses the wealth and splendor of Lansing's early history when horse-drawn carriages traveled over cobblestone roads and guests presented calling cards upon arrival. Each room is authentically restored to the turn-of-the-century period, retaining the grace of this Greek Classical Revival-style home.

Hours:

Tours (groups of 10 or more) by reservation: Tuesday-Friday 10:00 a.m.-5:00 p.m.

Admission: Donation requested.

For more information/reservations, call 517-483-4220.

If, after reviewing this information, you have more questions about your visit to the State Capitol Complex, please call or write the:

Capitol Tour Guide and Information Service

Michigan State Capitol

P. O. Box 30014

Lansing, MI 48909-7514

Telephone: 517-373-2353

Thank You!

Downtown Lansing

